

## **Checklist for Obtaining A Child Care License**

- ✓ Obtain written zoning approval. It is recommended that you obtain the required written documentation from the zoning commission in your city showing compliance with local zoning requirements before submitting an application.
- ✓ If you are constructing a new building or doing extensive renovation, you should contact the Office of the State Fire Marshal, Housing, Building and Construction, 101 Sea Hero Road, Frankfort, Kentucky. Phone (502) 573-0364
- ✓ Obtain required security checks on all owners, directors and employees.
- ✓ Submit completed application and fee to the Division of Licensed Child Care (DLCC), 275 East Main Street, 5E-A, Frankfort, Kentucky 40621.
- ✓ When your application and fee are received in the Division of Licensed Child Care, an inspection from the Fire Marshal will be scheduled by DLCC. (This is necessary even if you have already worked with the Fire Marshal during construction). The Fire Marshal's completed inspection report must be received by DLCC prior to continuing the processing of your application for licensure.
- ✓ Receive an initial survey of your facility from the Division of Licensed Child Care. (This is arranged for you by DLCC.)
- ✓ After receiving a favorable initial survey, a non-transferable license is issued to you and must be renewed each year.